

**NOTIFICATION**

Sub:- DME – Filling up of the existing one (1) vacant post of Data Entry Operator on outsourcing basis in the Office of the Director of Medical Education, A.P., Vijayawada – applications invited from the eligible candidates – notification issued – Regarding.

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Applications are invited from the eligible candidates for filling of the existing on outsourcing basis in the Office of the Director of Medical Education, A.P., Vijayawada:

**Educational Qualification and Experience Details:** Candidates must have passed Degree with one year computer Diploma and having minimum Computer Typing Speed of 15 words per minute for English.

**Selection Process:**The selection of candidates for Data Entry Operator post will be made on the basis of following parameters for assessment of technical and communication skills.

Qualification (Degree)	Addl. Qualification (PG / Diploma) 5/3	Marks awarded for Typing		Marks awarded for MS Office proficiency			Internet skills (Max 5 marks)	Communication skills (Max 5 marks)	Previous experience (Max 5 marks)	Total 40 Marks
		Typing Speed (Max 5 marks)	Accuracy (Max 5 marks)	MS Word (Max 5 marks)	MS Excel (Max 5 marks)	MS Power Point (Max 5 marks)				

**Date & Time of Walk-in-Interview: 13.12.2016 at 11:30 AM.**

**Venue:** Office of the Director of Medical Education, A.P., Vijayawada, premises of Old Govt. General Hospital, Hanumanpet, Vijayawada.

**Salary :** Rs.15,000/- per month (consolidated) through Outsourcing agency.

**Note:** Interested Candidates who fulfill all eligibility criteria may appear for written test and typing test (Walk-in-Interview) along with Biodata, original & self attested copies of their testimonials at the time of Written Test.

Sd/- Dr.N.Subba Rao,  
Director of Medical Education

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for Director of Medical Education

To:  
The Commissioner, Information & Public Relations, A.P., Vijayawada – with a request to publish the above notification in all the leading news papers of the state.